

CORPORATE CREDIT CARDS

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Statement:

This policy outlines the way in which any Windsor Public Library (WPL) corporate credit card should be used.

Scope:

This policy applies to any Board member and/or WPL employee who has been issued a WPL corporate credit card.

Responsibility:

The WPL Board and/or Board Chair is responsible for approving purchases made by the CEO and Board members on a WPL corporate credit card and ensuring the CEO follows this policy accurately.

The CEO is responsible for approving credit limits appropriate to an employee's assigned duties and job position and in compliance with the current Purchasing Policy. He/she approves all purchases made by direct reports and takes appropriate action when notified of non-compliance of this policy. The CEO is permitted to adjust credit limits in order to accommodate the purchasing needs of cardholders and stay within WPL's total credit limit.

The Finance Manager is responsible for providing a copy of this policy and corresponding procedures (attached as Schedule A) to any Board member or employee prior to providing them with their corporate credit card. The recipient must sign off on the policy, acknowledging that he/she fully understands this policy and related procedures. The signed original will be placed in an employee's personnel file and the Finance Manager will keep the signed original belonging to Board members. The Finance Manager monitors the use of corporate credit cards and reports any non-compliance to the CEO or designate. He/she will ensure the proper disposal of any expired or unauthorized cards. He/she is expected to collect any corporate credit cards from Board members or WPL employees who no longer serve on the Library Board, no longer employed by WPL or no longer authorized to use their card. The Finance Manager ensures that monthly reconciliations are signed by the approving individual within 14 days of receiving the reconciliation and statements are paid in a timely manner.

WPL Board members and employees who have been issued corporate credit cards are responsible for familiarizing themselves with this policy, signing off on it and complying with it. They are expected to maintain security and control of their card at all times. Monthly reconciliations must be submitted to the Finance Department within 30 days from date of issuance.

Exceptions:

Corporate credit cards are generally only to be used for library-related purchases. However, purchases may sometimes be made through a mobile device that is linked to a Board member or employee's corporate credit card. These purchases, if made solely for personal use, must be clearly identified and the cost must be repaid to WPL. See Automatic Charges for further explanation.

Guidelines:

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General: It is expected that all WPL employees and Board members possessing a WPL corporate credit card will comply with this policy and the cardholder agreement provided by the issuing bank. This policy in no way supersedes or replaces the issuing bank's cardholder agreement. Cardholders must sign an acknowledgement form indicating they've read this policy and a WPL Corporate Credit Card Cardholder Agreement prior to their card being activated.

Cardholders must submit their credit card reconciliation within 30 days from the date of issuance.

Purchases: Cardholders will generally only use their card for their own work-related expenses. However, a cardholder may make a purchase on behalf of someone else if circumstances require this and is approved by the CEO or designate (i.e. the Executive Assistant may use his/her card or the CEO's card to pay for travel expenses on behalf of a Board member; a manager's credit limit is not high enough to pay for an online order so another cardholder may use his/her card to pay for part of the purchase).

Automatic Charges: Evolving technology now gives individuals the opportunity to purchase applications and content for their mobile device(s) that can help them carry out their job, review content and better deliver the variety of library service available. In light of this, purchases made by a cardholder through/for their mobile device(s) that are charged automatically to his/her corporate credit card are considered acceptable. Purchases of this nature should clearly be identified on a cardholder's monthly statement. If a cardholder chooses to keep purchased content or applications solely for personal use, the cost must be reimbursed to WPL.

Purchases Outside Canada: Use of WPL corporate credit cards is limited to within Canada. An individual must request authorization to make purchases outside of Canada. Requests should be submitted to the CEO or designate. If the request is approved, the CEO or designate will ask the Finance Manager to make the appropriate changes with the credit card provider.

Receipts: Original receipts and credit card slips must be requested for any purchase. Neither credit card statements nor credit card slips alone are not acceptable substitutions for original, detailed receipts. Confirmation emails/print offs are acceptable if an item or ticket is purchased electronically and no receipt is provided. If a receipt is misplaced, reimbursement is still possible if approved by the CEO, Board Chair or designate. If an employee or Board member misplaces a receipt, the claimant must complete a *Misplaced Receipt Form*, attached as Schedule B. Details including the date of purchase, the vendor, the amount and what was purchased must be provided so proper consideration of reimbursement can take place. WPL employees and Board members are only permitted to submit three *Misplaces Receipt Forms* per calendar year. If an individual misplaces more than three receipts within a calendar year, he or she may be ineligible for reimbursement of any additional misplaced receipt.

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Schedule A – WPL Corporate Credit Card Procedures

General: Cardholders will receive their WPL corporate credit card from the Finance Manager or designate. Prior to activating the card, a cardholder must read the WPL Corporate Credit Cards policy, familiarize themselves with these procedures and sign an (Acknowledgement of Awareness) form.

Monthly statements are emailed directly to cardholders every month. Reconciliations must be submitted to the Finance Department within 30 days of the date the statement was emailed. If a reconciliation is not received within 30 days of issue, the Finance Manager should notify the CEO. The Finance Department will have the reconciliation authorized by the approving individual within 14 days of receiving it. Payment will then be made to the issuing bank in a timely manner.

Authorization Problems: If a cardholder has problems using their card he/she should ask the vendor/supplier to call the 1-800 number on the back of the card. The issuing bank can override the transaction immediately if it will not exceed the card's credit limit. If this does not resolve the problem, the cardholder should contact the Finance Department immediately to see how to proceed.

Dispute Resolution: If a cardholder experience supplier-related issues (shipment delays, errors in orders, product quality, etc.), he/she should contact the supplier directly to resolve the issue. If discrepancies appear on a cardholder's statement, he/she should contact the Finance Department for resolution.

Misplaced/Stolen Cards: If a cardholder misplaces his/her card or the card is stolen, he/she must immediately notify the issuing bank (using the 1-800 number on the back of the card), then the CEO and the Finance Manager. The Finance Manager will then deactivate the card and ensure no unauthorized purchases have been made.

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Schedule B – Misplaced Receipt Form

I, _____, acknowledge that I misplaced the following
BOARD/STAFF MEMBER'S NAME
receipt(s):

Date	Vendor	Amount	Item(s) Purchased	Explanation

Effective Date:

Next Review Date:

Supersedes:

Filed:

CEO Approved

Windsor Public Library Procedures Manual

Signature

Date